

# Memorandum

TO : Registrar/TR

DATE: 16 March 1964

FROM : C/AIB/RS/TR

SUBJECT: Weekly Activities Report No. 10  
9 - 13 March 1964

## I. SIGNIFICANT ITEMS

None

## II. OTHERS

25X1A9a

A. [REDACTED] TO/OS and chief instructor for the Agency's Security Reindoctrination Program, reviewed with Marcella the final plans for launching the program on 15 April. OTR's requirements of support remain unchanged from the earlier agreements. The Office of Security will prepare and coordinate the all-employees Headquarters notice announcing the program; the Office of Training will put out a Special Bulletin to the Agency's Training Officers describing procedures for admission and assigning quotas of attendance to each office. An IBM card for each employee is the ticket of admission and the source document for computer input and record of attendance. OCS will provide TO's with the cards and will prepare them for the record. Bob and Marcella discussed these procedures with the Senior Training Officers of DDS and DDP; the other Senior Training Officers will be contacted by [REDACTED] early in the week of 16 March.

25X1A9a

B. C/AIB is ready to discuss with LAS the details of transfer from AIB to LAS the responsibility for sending results of language proficiency tests directly to the Office of Computer Services for recording in the Language Qualifications Record. Arrangements will not be discussed, however, until the DTR approves our proposal to be presented in R/TR's Weekly Activities Report.

C. The Geography of the USSR course scheduled mornings for the weeks of 23 March to 1 May has an enrollment

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of three. It is scheduled to be given at Broyhill. [REDACTED] how- 25X1A9a  
ever, has expressed interest in the course and its being given at  
NPIC. He is quite sure he can provide at least six students and  
plans to discuss the relocation of the instruction with C/IP/IS.

D. One of the prerequisites for the CI Operations  
course is that applications will be reviewed by the CI Staff. We  
released eight applications, at [REDACTED] direction, to the 25X1A9a  
DDP/TRO for whatever approval DDP/TRO may consider neces-  
sary. Among the applications were five from the Office of Secu-  
rity with reasons for their taking the course described quite fully  
by the TO/OS. They appear qualified. If however they are not,  
then enrollment for the course will drop to three students.

E. Arrangements have been made to hold the Brief-  
ing course for senior officials in two different rooms at Headquar-  
ters. On Monday the sessions will be held in the RID Conference  
Room, 1D-35, and on Wednesday in the Security briefing room,  
GA-13. This arrangement has the approval of [REDACTED] 25X1A9a  
C/IS. It was the only one that could be worked out for the small  
group. C/AIB called many custodians of conference rooms and  
found them unwilling to pledge use of their rooms for such an ex-  
tended schedule.

W F. The Management course for GS-11 thru 14 (only  
one 14) which starts next Monday at [REDACTED] has 32 registrations. In 25X1A6a  
her calls to Training Officers confirming registrations, Anne  
25X1A9a [REDACTED] will notify the candidates of a briefing to be given on  
Wednesday, 18 March in 1A-13 from 1:15 to 2 P.M. Since trans-  
25X1A9a portation is a problem for the 14 NPIC people, [REDACTED] has 25X1A9a  
arranged to have [REDACTED] brief students from that office.

G. Arrangements for [REDACTED] courses were 25X1A9a  
worked out with him, particularly his plans for conducting a Youth  
and Student Seminar for WH. In addition Dawson asked for an at-  
tendance report on the CA Ops, CI Ops, [REDACTED] and Counter 25X1A  
insurgency Program Planning courses for his use in discussing  
the enrollments in these courses with DDP officials.

H. Of the eighteen language awards applications  
sent to Career Services last week, seventeen have been approved  
in the amount of \$3225. The doubtful one is a DDP employee  
whose award amounts to \$600.

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I. The OTR Catalog of Courses will be sent to the printer on Monday, 16 March. The catalog will be printed in looseleaf form so that future changes may be made without a complete revision. It lists all OTR courses alphabetically, with language courses in a special section. Courses of other components are also included. The external training section has been expanded to include all courses on which Training Selection Board action is required, and others in addition. A detailed index is provided. We are having 700 copies printed; we have verified requests for 550.

TSD has expressed interest in having their catalog included in the same folder. If they come to this, there will be little difficulty in arranging for inclusion of the text with our OTR Catalog.

25X1A9a J. [REDACTED] attended the CIA Review on 10 March. Each found it extremely helpful in crystallizing their information on the new organization of the Agency. Plans have been made for others in the Branch to attend the 10 April program. This program is for overseas returnees hence we plan our attendance on a space-available basis.

25X1A9a K. [REDACTED] are registered for a two-day IBM course, "Computer Concepts for Non-Programmers" on 20 and 21 April.

W L. Weekly Attendance. 9-13 March -- 503 persons attended 76 internal OTR courses or programs.

25X1A9a [REDACTED]